

# WALK-IN FINGERPRINT SCHEDULE

For the week of: 10/04 – 10/08



## Walk-In Policy

Bring the following items:

- Printed, signed, and notarized background check application
- Valid Government Issued Photo ID
- Applicable fee or invoice authorization letter. The cost of the background check will be visible on the applicant's account once the application has been submitted.
  - We accept the following payment types:

**Check or Money Order** made payable to Idaho Department of Health and Welfare.

**Credit/Debit Cards** are accepted only if the cardholder is present. An additional 3% processing fee will be applied.

**Cash**  
Exact change only.

The walk-in availability listed below is **not** a guarantee that you will be seen for fingerprinting. We can only take a limited number of people due to time constraints and will stop taking customers prior to the end of the designated times if the demand for this service exceeds our capacity. Walk-in service may be cancelled on some days.

## Typical Availability by Location

<b>Boise</b> 1720 North Westgate Drive, Suite B Boise, Idaho 83704  <b>Days/Hours Available:</b> Monday - Friday 8:30 AM - 11:30 AM 1:00 PM – 4:00 PM	<b>Coeur d'Alene</b> 1120 Ironwood Drive Coeur d'Alene, Idaho 83814  <b>Days/Hours Available:</b> Monday - Friday 8:30 AM - 11:30 AM 1:00 PM – 4:00 PM	<b>Idaho Falls</b> 150 Shoup Avenue, 3 <sup>rd</sup> Floor Idaho Falls, Idaho 83402  <b>Days/Hours Available:</b> Monday, Wednesday, & Friday 8:30 AM - 11:30 AM 1:00 PM – 4:00 PM	<b>Lewiston</b> 1118 F Street, 2 <sup>nd</sup> Floor Lewiston, Idaho 83501  <b>Days/Hours Available:</b> Tuesday & Thursday 8:30 AM - 11:30 AM 1:00 PM – 4:00 PM
<b>Nampa</b> 823 Park Center Way, Entrance 1 Nampa, Idaho 83651  <b>Days/Hours Available:</b> Monday - Friday 8:30 AM - 11:30 AM 1:00 PM – 4:00 PM	<b>Pocatello</b> 1070 Hiline, Suite 265 Pocatello, Idaho 83201  <b>Days/Hours Available:</b> Monday, Wednesday, & Friday 8:30 AM - 11:30 AM 1:00 PM – 4:00 PM	<b>Twin Falls</b> 601 Pole Line Road, Suite 3 Twin Falls, Idaho 83301  <b>Days/Hours Available:</b> Monday, Wednesday, & Friday 8:30 AM - 11:30 AM 1:00 PM – 4:00 PM	

# CALENDAR OFFICE FINGERPRINT SCHEDULE

Schedule varies by week. Check the calendar on [chu.dhw.idaho.gov](http://chu.dhw.idaho.gov).



## Scheduled Appointments

You can schedule a fingerprinting appointment once you have submitted your background check application online. The locations listed below offer fingerprinting opportunities. Call 800-340-1246 for assistance with scheduling an appointment.

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  - We accept the following payment types:

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**Credit/Debit Cards** are accepted only if the cardholder is present. An additional 3% processing fee will be applied.

**Cash**  
Exact change only.

## Addresses for Fingerprinting Locations

<b>Boise</b> 1720 North Westgate Drive, Suite B Boise, Idaho 83704	<b>Burley</b> 2241 Overland Avenue Burley, Idaho 83318	<b>Coeur d'Alene</b> 1120 Ironwood Drive Coeur d'Alene, Idaho 83814	<b>Idaho Falls</b> 150 Shoup Avenue, 3 <sup>rd</sup> Floor Idaho Falls, Idaho 83402
<b>Lewiston</b> 1118 F Street, 2 <sup>nd</sup> Floor Lewiston, Idaho 83501	<b>Moscow</b> 1350 Troy Highway Moscow, Idaho 83843	<b>Nampa</b> 823 Park Centre Way, Entrance 1 Nampa, Idaho 83651	
<b>Pocatello</b> 1070 Hiline, Suite 265 Pocatello, Idaho 83201	<b>Rexburg</b> 333 Walker Drive Rexburg, Idaho 83440	<b>Twin Falls</b> 601 Pole Line Road, Suite 3 Twin Falls, Idaho 83301	